

Custodial, Labor and Trades Branch
Unskilled and Semi-Skilled Labor Group
Labor Series

LABOR FOREMAN I

09/91

Summary

Under general supervision, supervises a small crew in a variety of unskilled and semi-skilled construction and maintenance activities; and performs related work as required.

Typical Duties

Supervises a crew in the installation and maintenance of water and sewer mains and lines, repair of streets, sidewalks and curbs, cleaning of ditches and spillways, the cutting and removal of weeds, setting up of concrete forms, installation and repair of underground electrical conduit and splice boxes; supervises the driving of wooden rods through underground conduit for the installation of traffic cables; supervises and participates in the pouring and finishing of concrete, pumping of water from flooded areas, and other similar activities; inspects completed work to assure compliance with requirements; supervises and operates a sewer rodding operation; as assigned, operates a truck or light construction equipment in the normal course of duties; maintains simple records and prepares activity reports.

Minimum Qualifications

Training and Experience: Completion of the eighth grade, or equivalent, and two years experience in construction, maintenance and repair.

Knowledge, Abilities and Skills: Good knowledge of the materials, tools, methods and techniques commonly used in construction, maintenance and repair activities; some knowledge of the operating characteristics of construction equipment.

Ability to plan, schedule and supervise the activities of a small crew of unskilled and semi-skilled workers; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to work under unpleasant or disagreeable conditions; ability to maintain simple records and to prepare activity reports.

Skill in the operation and use of commonly used construction tools and equipment.

Licenses and Certificates: Texas Class "B" Driver's License or an equivalent issued by another state.

Special Requirement: Positions requiring a Commercial Drivers' License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing

Director of Personnel

Department Head